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MANUAL
FOR
NEWSPAPER TRANSCRIPTION

PENNSYLVANIA HISTORICAL COMMISSION
HARRISBURG
1941

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MANUAL
FOR
NEWSPAPER TRANSCRIPTION

Prepared by

FRONTIER FORTS AND TRAILS SURVEY
Federal Works Agency
Work Projects Administration

Compiled by

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Donald H. Kent

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
PENNSYLVANIA HISTORICAL COMMISSION
HARRISBURG
1941

NEWSPAPER TRANSCRIPTION

I. General Rules to be Followed.

1. Be sure to be very accurate in all copying. The transcripts must be exact copies of the originals. Spelling, punctuation, capitalization, abbreviation, and grammar should be carefully reproduced in your copy. WRITE PLAINLY

2. After completing your handwritten copy, check it again with the original. If possible, exchange work with another worker for this checking.

3. Be careful to follow all instructions below as to the headings and arrangement of your transcripts. Remember that your unit is one of several units compiling information, and that you all must do your work in the same way if the collected material is to be of real value.

4. Keep in mind at all times the fact that you are gathering information which others will use in writing Pennsylvania or local history. They must depend upon you for thorough and accurate transcripts of newspaper articles.

5. Use your best judgment in following the outline and selecting material to be copied. Ask yourself constantly whether or not an item fits into the outline and will be of value to a person who might be writing a book or articles on the subject. Whenever there is any reasonable doubt regarding the value of an article, the local supervisor, should make a note of it and call it to the attention of his technical supervisors (field office supervisor, project historian, or sponsor's representative) when visited by one of them.

6. Always remember that the care with which you do your work is a matter of importance. The Work Projects Administration and the Pennsylvania Historical Commission are spending thousands of dollars in this organized project to gather basic information for the preparation of new state and local histories. Take pride in the fact that you are a part of a fine organized effort. Its success depends upon you. When books are written or compiled we make it a point to acknowledge the efforts of capable workers.

II. Specific Rules Necessary to Uniformity.

1. The heading of a transcript from a newspaper article or item is similar to the heading of a subject note card, with subject in the upper left of the sheet, and origin in the upper right. If the article has a title of its own, that should be copied in the center of the sheet below subject and origin.

2. The subject written in the upper left of the sheet should be taken from the list of twenty main topics and sub-topics. Use no other terms than the twenty given, and do not use more than one for a given item. Take care to read the article thoroughly to discover under which heading it belongs. The topics are developed and expanded in the General Topical Outline which explains what is meant by each of the terms used and lists the minor topics included in these larger groupings. If you study these explanations carefully you should have little difficulty in determining the subject of the transcript.

THE TWENTY MAIN TOPICS

Agriculture
Biography
Culture
Education
Finance
Government
Labor
Manufacturing
Merchants
Military
Mineral Industries
Physiography
Political
Population
Public Opinion
Religion
Social Life
Transportation & Communication
Utilities
Welfare

No other terms are to be used for the general subjects of newspaper transcripts

See pages 8 to 29 for General Topical Outline analysis, indicating sub-headings to be used.

3. For the origin, written in the upper right of the sheet, be careful to give the full title of the newspaper (Underlined), the place of publication, date of publication, location in the paper, and type of article.

The types of articles should be indicated by the following abbreviations:

Ed. for Editorials.
NA. for News Articles.
Adv. for Advertisements.
LE. for Letters to the Editor, giving personal opinions but not telling news.
NL. for News Letters, reporting events without the main purpose being to express personal opinions.
GA. for General Articles, telling how to do something; this type includes cultural material such as essays, historical articles, scientific articles, anecdotes, and poetry.

Transportation and Communication Stage & Freight	The Crawford Weekly Messenger Meadville, Pa. June 6, 1827 P. 4, Col. 3. Adv.

4. Most newspaper articles have titles. Do not confuse these titles with the subject, or with the newspaper title. The title of an article, if it has a title, should be copied below the subject and origin. The subject and origin should be regarded as added information used in filing and locating material, while the article title is part of the material.

Transportation and Communication Stage & Freight	The Crawford Weekly Messenger Meadville, Pa. June 6, 1827 P. 4, Col. 3. Adv.

Meadville & Salem
Stage Line

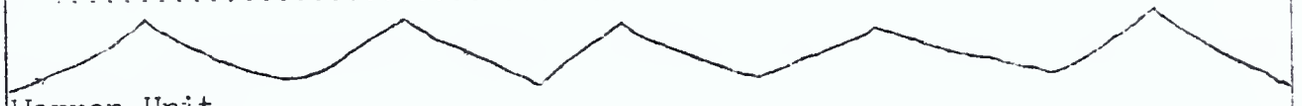
5. Place the name of your unit, your initials, and the date of copying, in the left margin at the end of the first page of your transcript.

Transportation and
Communication
Stage & Freight

The Crawford Weekly Messenger
Meadville, Pa. June 6, 1827
P. 4, Col. 3, Adv.

Meadville & Salem
Stage Line

The subscribers commenced running a Stage .....



Warren Unit
J. D. 6-4-40

6. Use both sides of the paper, numbering each side as a page. If you use more than one page for a transcript, number the first page 1 of 2, and the second 2 of 2. For a three-page transcript number 1 of 3, 2 of 3, 3 of 3, and so on. When continuing to another sheet, carry over sufficient identification to prevent confusion if the sheets are mixed up. The name of the paper, the date and subject should be sufficient for this purpose.

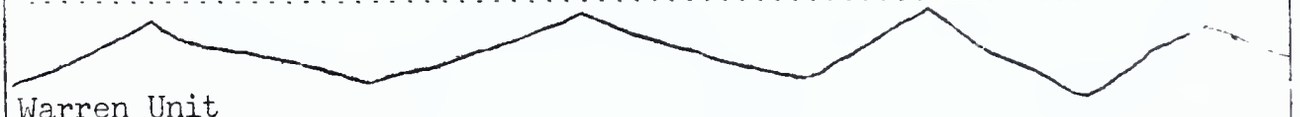
Sheet 1

Transportation and
Communication
Stage & Freight

The Crawford Weekly Messenger
Meadville, Pa. June 6, 1827
P. 4, Col. 3. Adv.
1 of 3

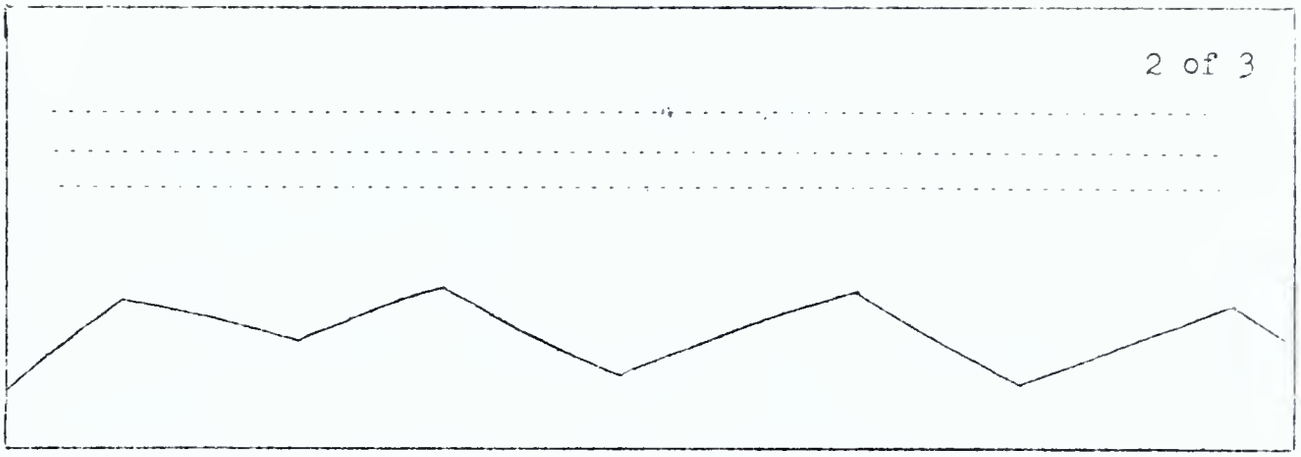
Meadville & Salem
Stage Line

The subscribers commenced running a Stage .....

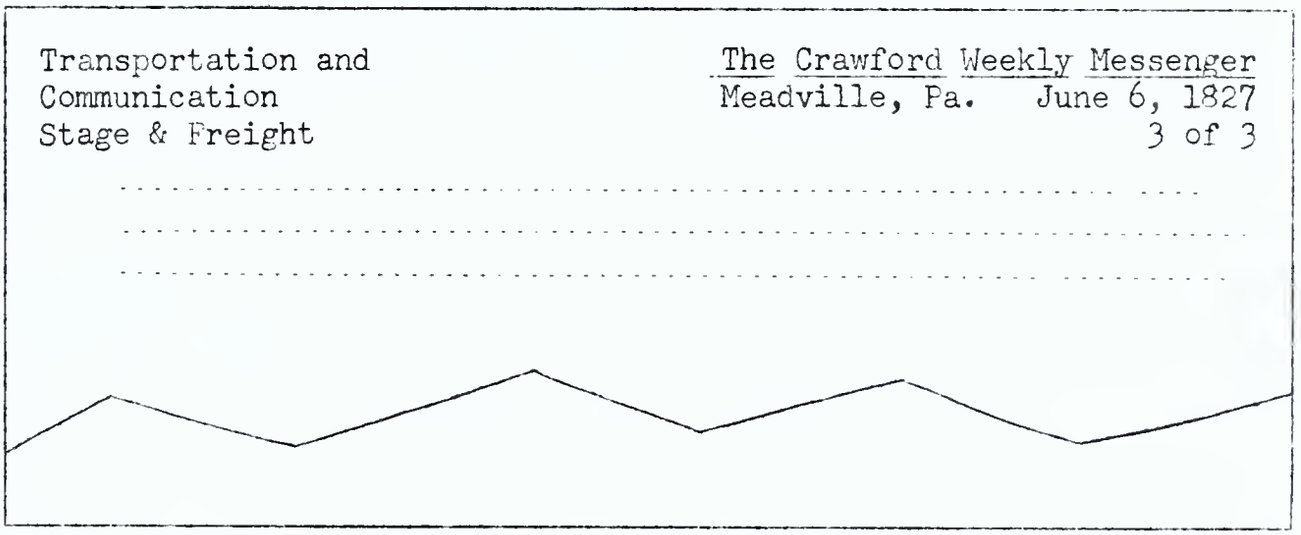


Warren Unit
J. D. 6-4-40

Reverse side of Sheet 1



Sheet 2.



7. Words printed in solid CAPITALS in the newspaper articles should be shown in the same way in the transcripts as illustrated in example on the following page.

8. Words printed in italics in the newspaper articles should be underlined in the handwritten and typewritten transcripts: see example on the following page.

9. Make notes in the left hand margin to describe anything unusual in the set-up of the article:

10. Newspapers are usually legible so that you will not often find it necessary to guess at any words. If you do find it necessary to omit anything because it is entirely illegible, indicate this by the use of three dots within brackets [...] to replace the missing word or words and complete the sentence. If you can guess the meaning of what is not completely legible, add the missing word or words, but be sure always to place within brackets. This means that the dots or words did not belong in the original, but were supplied. Never use parentheses to show such omissions. See example.*

11. Errors in the original must be marked on the handwritten transcript with a star above the place where the mistake occurs. This serves to indicate that the transcriber is not responsible for the mistake. These stars will not be carried over to the typewritten transcript, but are used to avoid the necessity of checking back to the original, as in example.*

12. Where articles are continued from one page to another or from one column to another on the same page insert sufficient information in the upper right hand corner, where page and column are shown, to cover the location of complete item.

*EXAMPLE

Transportation and
Communication
Stage & Freight

The Crawford Weekly Messenger
Meadville, Pa. June 6, 1827
P. 4, Col. 3-4. Adv.

Meadville & Salem
Stage Line

The Subscribers commenced running a Stage between the [...] places. The Stage will start from GIBSON'S HOTEL, Meadville, on the morning of Monday, Wednesday and Friday of each week, and arrive at Salem, [Ohio] on the evening of each day. Returning it will leave Salem on the mornings of Tuesday, Thursday and Saturday. It will pass by the Outlet of Conneaut Lake, going and coming. Good horses and careful drivers will be kept, and every possible attention paid to the convenience and comfort of travellers[*].- Fare through $1.25 - Way Passengers three cents per mile.

Warren Unit
T. D. 6-4-40

13. Start a new sheet for each item, unless a number of shorter items obviously fall into the same subject grouping. This will not often happen. Consult your supervisor when you think you have found such a situation.

14. 3 x 5 cards may be used for certain types of articles which are uniformly short, and which need not be filed with material written on sheets of paper. In other words, they will be used only in cases where they will not break up the continuity and integration of the files. Unit supervisors will receive definite instructions regarding this. The form is exactly the same as for subject note cards.

Biography	The Crawford Weekly Messenger	
Gen. Henry Hurst	Meadville, Pa.	May 20, 1823
	P. 1, Col. 4,	NA.

Died. On Sunday last, of an apoplexy, Gen. Henry Hurst in the 53d year of his age. He was among the early settlers in this section of the State. He was advanced to various public stations, by the voice of his fellow citizens. In his death the community has lost a good citizen - his family, a kind husband and indulgent parent.

15. Copy articles in full, if they seem worth copying at all. Do not attempt to condense or make abstracts, unless specifically instructed to do so.

III. Analysis of General Topical Outline.

The General Topical Outline analyzes each of the twenty main and sub-topics, both to show you what sorts of information are wanted, and to explain what is included under each main topic or heading.

With the aid of the above instructions you should be able to copy articles from the newspaper assigned to you and have your transcripts uniform with those copied elsewhere. You may have a transcript, for example, which deals with the development of the abolitionist movement in Potter County. A worker in Williamsport may have a transcript

dealing with the same movement in his county. Both will have the subject heading Political, for by the General Topical Outline the abolitionist movement is classified as Political. In this manner transcripts on the abolitionist movement from various newspapers will be placed together in the files, and will thus form a convenient source of valuable information on the development of that movement in Pennsylvania.

The abolitionist movement is also a good example of the doubtful cases where sub-topics might seem to fall into several different classifications. Abolitionism was a movement for human betterment, and might be included with Social Life. There was a religious connection in many cases, which might bring it under the heading of Religion. Its ultimate effect, however, was Political, and it has therefore been assigned to the heading Political. One purpose of the General Topical Outline is to decide such doubtful points.

The main thing is to follow the General Topical Outline, and note the topics which have been called to your attention as especially important for your unit. Select your articles on the basis of what is called for under this Outline. Read them over, judge whether they are important enough to copy, and decide what subject headings should be given. Set up your headings with subject and origin, and then copy the article carefully and accurately.

GENERAL TOPICAL OUTLINE

If a history of Pennsylvania running into several volumes were to be written, it would probably be organized on the basis of topics. Each volume would deal with some phase of Pennsylvania's development rather than take up the story year by year. This is a modern scientific way of organizing historical works. One volume would deal with the story of agriculture, another with the story of industry, and so on, each volume dealing with a separate phase of the subject. We are assuming that you are helping to gather material for such a history when we set up this general outline.

Topic One - Agriculture

Agriculture was the first basis of Pennsylvania's general economic system. A hundred years ago a majority of our citizens gained their livelihood from farming, and it determined their lives and customs. There is no single book which gives a good history of agriculture in Pennsylvania. Farming and the life of farmers have changed a great deal in a century. We want to gather information as to the evolution of agriculture in your area.

All your transcripts which deal with Agriculture should contain that heading in the upper left corner. There are various types of information concerning agriculture which we want.

1. Soil and Crops. Copy anything you find which describes the soil conditions in your locality, the type of crops which were grown and their yield. If you find several articles more or less repeating this information, copy only the best; be careful, however, to note changes from decade to decade.

2. Tools and Machinery. Note developments in the use of tools and machinery. Copy any articles which show the type of tools used and the introduction of new tools, and especially the beginning of the use of farm machinery. The pioneer tractors were built by Pennsylvanians. Copy typical advertisements for machines and tools.

3. Farming Methods. You will not find much on this, but once in a while you may locate a description of how people farmed in your locality. Watch for items indicating changing methods of fertilizing, of preparing the soil for crops, changes in the use of crops. Some newspapers have articles advocating new farming methods; these are important.

4. Livestock. You may find a few items dealing with the introduction of new breeds of cattle, horses, sheep, etc. Information dealing with dairying, sheep-raising, and the like is especially important in those sections where the growing of crops was secondary to these activities.

5. Prices of Farm Produce. Watch for items which will give information as to the prices of farm produce, including livestock and milk products. Watch for any changes from season to season or year to year that seem to be important, and include any information regarding the way these prices were determined.

6. Agricultural Societies. The development of the agricultural society was an important part of this history, especially a century or more ago. Watch papers before the Civil War particularly for items concerning the organization of these societies, their officers, and what they did. During the period after 1865 watch for news of the organization of Granges and farm organizations along similar lines.

7. Markets. How did the farmers dispose of their produce? Collect any available evidence on this point, especially information as to trade in farm commodities outside the exchange at local stores. Did the wheat, oats, or corn from your locality go by canal or other means to an outside market? Watch for changes in markets and increase in trade. Some advertisements may show what farmers did with their products, whether they exchanged them at local stores or sent them away as part of a larger trade. The actual means used to transport produce will go under the heading Transportation and Communications, except for the farmer's own method of getting his crop to market. That is, the farmer's wagon comes under Agriculture, but if he sent his crop by canal or railroad, that would come under Transportation and Communications.

8. Fairs. The old time fair, fast dying out today, was an important part of agricultural life. Find as many bits of information as you can regarding the organization and conduct of agricultural fairs in your area. Copy a sample premium list, if you find one, and any descriptions of fairs.

NOTE: The sale of farm produce by merchants comes under the subject Merchants. The use of farm products, such as distilling corn, grinding flour, weaving cloth, cheesemaking, and so on, comes under the heading Manufacturing, except when it was actually done on the farm itself. Hunting and trapping, while often a part of farm life, have been assigned to Physiography. Church activities and religious societies belong under the heading Religion. Political movements among the farmers come under Political. The dealings of farmers with banks, and the farmer's role in the general business history of the state, belong to Finance. Country schools obviously are a part of Education; even agricultural schools come under that heading.

Topic Two - Biography, Pennsylvania.

This heading includes material on births, deaths and marriages which should be copied in the same form as other newspaper material. Pennsylvania has produced numerous men and women of importance in the development of the state and nation about whom very little is known. One objective of this project is to collect further biographical information concerning these persons. Frequently, extended obituaries of prominent persons will contain a rather complete resume of life and achievements. This type of information is very valuable. Consult with your supervisor and especially the local co-sponsor as to names for which you should look. Your information will come under two heads:

1. Birth, Marriage and Death Notices mainly of genealogical value. These will usually be found in the form of short notices and can be copied on 3 x 5 cards. Miscellaneous material in some of the death notices such as poetry or effusive tributes may be omitted. Be sure to get names in full and dates in full.

2. Biographical Items. Under this heading place material concerning persons of especial importance in the political, economic and social life of your community. In some cases it may be a long obituary or newspaper articles reviewing a person's career, after death. In the case of political figures often information concerning their earlier life will appear in the course of campaigns. Note that information secured under item 1 should also be placed in this section. In other words, the same notices you collect under item 1 should be added to your file on any one person selected for special biographical treatment.

Topic Three - Cultural Life and Activity.

You will not find many outstanding examples of local literary or artistic genius in early Pennsylvania communities. Writers and artists are in the main the product of large centers of population. The cultural life of Pennsylvanians in small villages and rural areas will rather be reflected in what they read, their interest in libraries and lyceums and the organization of old time debating and literary societies. Watch for date on all of the following which will fall under the above general topic.

1. Literary and Artistic Activity. Note references to any local authors, poets or artists who may have achieved local prominence. Architects and sculptors would come under the same heading. You will not be apt to find much, but it will be valuable information.

2. Libraries. Watch for all references to the organization and development of local libraries. What type of books did they carry?

3. Newspapers and Magazines. The weekly newspaper was one of the most important informational and cultural aids in most communities. Your bibliography of the papers on which you work will give us a list but try to pick up any other information on the politics, influence, ownership, circulation, character of news other than ordinary notices of community happenings. Magazines will be few and far between. Look for information as to what influence they may have had.

4. Lyceums, Lectures and the Chautauqua. Note information on the organization of lyceums, public lectures and later the Chautauqua.

5. Scientific Activity and Interest. Look for notice of any societies, local inventions and inventors and their activity. This is important for many of these local inventors were pioneers, long since forgotten.

6. Historical Activity. Note references to local historians, development of historical societies, writing on historical subjects.

7. Reading Habits. From advertisements especially try to get an idea of what the people read in the way of magazines, newspapers, and books. This is valuable information as to cultural development.

8. Humor. What the people laughed at in the way of jokes and anecdotes is a key to their thinking. Copy anything which you think shows this local humor.

Topic Four - Education

Information on early schools is scarce and therefore of the utmost importance. Look for the following:

1. Elementary Schools. These are sometimes referred to as common schools. The names and location of schools, names of teachers, description of schools, methods of teaching are important. Notices of school board meetings, names of members of boards and accounts of their work are valuable.

2. Secondary Schools. Prior to the Civil War, the academy, institute or seminary was the equivalent of the modern high school which provides secondary educational work today. Watch for material on these early academies, etc. Look for the development of the high school, especially after the Civil War.

3. Higher Education. Pennsylvania has an abundance of colleges. A majority of them are quite old and if you are with a unit where any of these are located try to pick up information concerning them as to teachers, curricula, descriptions of their work, student life, enrollment, etc.

4. Professional Education. Under this heading should be placed anything you may find concerning medical, dental, theological or any other strictly professional schools.

5. Names, Location, Pupils, Teachers of Early Schools, Members of School Boards and Accounts of Meetings. This life is hard to find. Watch for it with care.

6. School Life. Secure information as to subjects taught and methods of teaching.

Topic Five - Finance

The financial history of Pennsylvania is important to an understanding of its development in many other fields. How capital was gathered together and made available for the financing of new industries is the main theme of this history. Banking, general business history, speculative manias, depressions, all form part of the general subject Finance.

Insurance and Loan Companies. Any institutions devoted to saving or lending money come under this heading, and should be treated in the same way as banks.

Business History. Look for material on general articles reflecting public feeling of economic well-being or the contrary, articles on speculation, panics, money difficulties. Mention of the use of token money or of barter would be important.

Banks and Banking. Look for material on the organization of banks, the amount of capital, the operations of the banks, officers, stockholders, regulation of banks, bank failures, etc. Advertisements will be of value.

1. Banks
2. Trust Companies
3. Stocks and bonds
4. General Business Conditions

Topic Six - Government, Local.

The government of our counties, boroughs and cities is a matter of importance. Newspapers through publishing notices of the meetings of official bodies, news of their transactions and actions and discussions of their work are an important source for the history of local government. The following items will guide you.

1. County and Township Government. Look for notices of meetings of all boards and commissions; try to obtain the names of all local officials and any other information about them; look for news reports on any meetings or decisions reached. What problems were brought before the local officials from year to year.

2. Borough Government. Follow the same plan as above. Look for names of officials, notices of meetings and transactions, problems of borough government in your area.

3. City Government. Follow the plan outlined for borough government. Notice developments in police and fire protection and public services of government.

4. Courts. Try to learn the names of local justices of the peace, county judges and magistrates. Note important cases before the courts and decisions rendered. What problems came before the courts and justices? Crime and punishment would come under this heading. What crimes were prevalent? What punishments were most common?

Topic Seven - Labor

In this topic we are concerned with those who work in mills, factories, and mines, and not with farm labor. The story of labor in Pennsylvania is very important because this state led in many phases of the development of modern labor, such as the union movement, etc. You will not, however, find much on this topic in most early papers. Look for information on the following topics:

1. Wages and hours of various types of labor.
2. Working Conditions. General descriptions of how workers lived, hours of wages, etc.
3. Labor Organization. Use of strikes, origin and growth of unions come under this.
4. Attitude of public and capital toward labor. Watch for expressions of opinion.

NOTE: Descriptions of working conditions in particular industries belong under Manufacturing, Mineral Industries, Transportation and Communications, or Utilities. Information on the racial character of labor in different fields belongs under the heading Population.

Topic Eight - Manufacturing

Early manufacturing in Pennsylvania consisted of household manufactures, the output of small mills, and the product of artisans such as blacksmiths, bootmakers, etc. Beginning about 1820, there was a trend toward factory and machine production. In the interior counties which were developing more slowly than the Philadelphia and Pittsburgh areas, this change did not take place until much later. Try to select items which will show the growth and changes taking place.

1. Saw and Grist Mills. These were the first types of manufacturing in the early settlements. From advertisements and other sources try to locate as many as possible of these early mills. Look for descriptions of operation. Watch especially for items showing the growth of small mills into larger organizations.

2. Artisan Industries. Before the development of factories using machinery, many of the things which are today produced by machine were made by hand labor. The village blacksmith, shoemaker, etc., were the manufacturers of that time. A few of the most important of these industries are listed below. Copy typical advertisements or other material concerning their history which will show: the names and locations of the shops, the proprietors, prices of articles produced, descriptions of articles produced, descriptions of methods of work, expansion (if any) into large-scale operations.

Look for information concerning:

Blacksmiths	Tool and implement makers
Boot and shoemakers	Boatbuilders
Harness makers	Tinners
Tailors	Wagonmakers
Dressmakers	Weavers
Furniture makers	Coopers

Woodworkers, in general

3. Textiles. Be on the alert for information concerning the development of all types of cotton, woolen and silk manufactures. Advertisements will provide many clues as to the opening of new plants. Try to build up a file of information on the location of all mills, names of owners, nature of product, prices, markets, changes in method of manufacture, use of machinery.

4. Iron and Steel. This became an important Pennsylvania industry at an early date, and the development of the charcoal iron furnace is one of the most important chapters of our industrial history. Beginning in southeastern Pennsylvania, it spread into the central or Juniata region, and later into western and northwestern Pennsylvania. After the Civil War, the development of the modern steel industry with the blast furnace and the Bessemer process made new industrial history. While we think of this later development as mainly confined to western part of Pennsylvania, there were important steel producing centers in other sections. Material on this general subject should fall into main divisions, corresponding to the evolution of the industry indicated above.

A. The Charcoal Iron Industry. Locate as many furnaces as possible, and get information as to owners, production from year to year, nature of their operation. Get as much as possible concerning the life of the ironmasters, as the owners were called, and general life and customs in the iron furnace centers. Look for information on the mining of the ore, changes in methods, processes of ironmaking, etc. Where did the furnaces dispose of their iron? Advertisements will help to answer this.

B. The Blast Furnace Steel Industry. Note everything you can find on the early development of this new phase of the industry. Watch for information as to the leaders, locations of mills, processes, mining of ore, etc. Look for the development of steel finishing industries such as the manufacture of steel rails, bridges, structural steel, etc. Get data on prices and market for products, etc.

5. Tanning and Tanneries. The tanning industry was very important in many parts of the state, and still is an important industry in Pennsylvania. Look for information as to the location of tanneries, owners, output, source of leather and materials used in tanning (such as bark), any changes in manufacturing processes, descriptions of the tanneries and the work, and marketing the product.

6. Distilling. This industry was very important from early days, especially in the western part of the state. Look for information similar to the above.

7. Lumbering. Cutting the rich store of timber in the interior of Pennsylvania and transporting it to mill and market provide another outstanding and interesting story. The bulk of the lumbering was done in the northern tier counties, the cut timber was floated down the creeks and rivers to giant mills at Williamsport and elsewhere. The finished product reached distant markets. Units working in the "lumber woods" areas should gather material showing the nature and extent of the cutting operations, descriptions of life in the lumber camps, and the log booms. Stories and anecdotes of lumbering days are important. Look for data on wages and prices, figures on production, etc. Information concerning the mills should follow the general pattern for industries: what mills were established, what other industries used the lumber, extent of production, prices of finished products, markets, etc.

8. Petroleum and Manufactured Gas. Under this heading place information dealing with oil refineries and gas manufacturing plants.

9. Boatbuilding. The construction of boats for use on rivers and canals developed in many interior sections. On the coast boats were built for sea use.

10. Miscellaneous. There were many minor industries in various localities, too numerous to mention in a general outline. Often, they were of considerable importance to the development of a community. Information on any significant local industry should be watched for, gathering material along the lines of the industries mentioned. Any industry having to do with minerals will, of course, belong to the next heading, Mineral Industries.

NOTE: Many inventions will naturally fall under this main heading. Inventions of farming implements and machinery belong to Agriculture; inventions for transportation come under Transportation and Communications; and inventions connected with mineral products under Mineral Industries. Material on drilling and transportation of oil come under Mineral Industries; also natural gas.

Topic Nine - Merchants and Merchandising.

The activity of the small merchant and business man in the typical small community is one of the most important phases of the economic life of such places. As soon as any considerable number of people collected in a frontier settlement, small stores began to be opened. As population grew, so did the number and variety of such businesses. Some grew larger and more prosperous with passing years, and a few in Pennsylvania can trace continuous ownership for a century or more. Others lasted for varying periods of time. In places of growing population, some of these early stores became the department stores of today.

There was also a differentiation into various types of shops and stores. The general or country store which handled all kinds of goods was often replaced by various specialized stores, groceries, hardware stores, dry goods stores, etc. A few of the original "general stores" still survive, especially in small communities.

Much of your information on this subject will come from advertisements. Try to follow the history of these establishments by means of this source. Some of these give detailed lists of the stock carried by the store; these are important. Copy the earliest advertisement for each store, so that we will know the owner, location, and nature of the business. Then watch for later advertisements of important changes such as a new location in the town, change in ownership, or in the variety of goods sold. These types of stores are especially important.

1. Hardware and tools.
2. Produce and groceries.
3. Dry goods.

As sub-headings use Hardware, Produce, Dry Goods. In early days, you will find that most stores dealt in all these things, and were "general stores."

Topic Ten - Military History

The United States has been involved in several wars with important consequences. Their effects upon the life of the people, the feeling which they engendered as well as the development of public feeling which preceded them are important parts of our history. The history of the militia which at one time formed an integral part of our national defense system is interesting and significant. In more modern times, the development of the National Guard is important. Many strategic military campaigns from the time of the French and Indian War have been fought out on the soil of our state. Develop this topic along the lines suggested below.

1. Militia Days. Look for everything you can find on the organization of militia companies, officers, activities, etc., in your locality. Typical descriptions of militia activities should be copied.

2. National Guard. Follow the plan outlined above.

3. Pennsylvania and the War of 1812. Try to get samples of opinion in your locality as to the declaration of war and the conduct of the war. Remember that during all of our wars there have been differences of opinion as to whether the United States should have entered the war and as to the conduct of the war once it was started. Look for information as to organization of companies to serve in the war, volunteers, etc. Try to get as many names of men and officers who served in early wars as possible. If the war had any direct contact with your section, as it did in northwestern Pennsylvania, look for news on this.

4. Pennsylvania and the Mexican War. Follow the same lines as outlined above; of course, no part of the war was fought in Pennsylvania. Public opinion toward the war and its end, and information as to troops and officers will be important.

5. Pennsylvania and the Civil War. The War between the states was preceded by bitter controversy. How did your section react to the opening of the war, the call for volunteers, the draft and general development of the war? Samples of opinion would be worthwhile. The war developed numerous activities at home to care for the soldiers at the front. Look for information on organized home activity. During the invasion of Pennsylvania which resulted in Gettysburg there were feverish defense activities almost everywhere in the state. Look for information on this. The names of soldiers and officers from your section are important. Letters from the front were often published. Some are worth copying.

6. Pennsylvania and the Spanish War. Follow the same procedure as above.

7. Pennsylvania and the World War. Here the element of home reaction is more important. The organization of the food administration and similar services should be followed.

Topic Eleven - Mineral Industries.

By mineral industries we mean those types of industrial activity which are based upon the extraction of mineral resources from the earth with little or no processing. The importance of coal in the development of the state was very great. The petroleum industry was born in northwestern Pennsylvania in 1859. Ceramic or clay products industries have been important in some sections of the state. Quarrying, especially of limestone, has been a profitable business in other areas.

1. Coal, Bituminous. The Pennsylvania soft coal belt is a wide one. The earliest information as to the location and development of mines, and uses of coal, should be sought. Watch for data concerning mining methods, conditions in the mining regions, names of mines or mining companies, owners, development, the life of miners, and the marketing of the coal.

2. Coal, Anthracite. The hard coal belt is limited to a few counties. Units working in that area should look for information along the same lines as in the case of soft coal.

3. Petroleum. This industry developed in northwestern Pennsylvania, and is still important there. Information concerning early wells, output, prices of oil, the oil trade, owners of wells, the rise of boom towns and life in them, the growth of the oil business and oil exchanges, and the transportation of oil should be watched for.

4. Ceramic Industries, Brick, Tile, Pottery. Collect data on the names and locations of enterprises, output, prices, markets, characteristic and interesting features of the life connected with the industry, methods, etc.

5. Quarrying. Material for this should follow the lines given above.

6. Miscellaneous. There are a few other mineral industries that may be of importance locally, such as glassmaking, (the ore is not mined in the state, but it is today an important mineral industry), and similar enterprises. Gather material on these in the same way as for other mineral industries.

NOTE: The production of natural and artificial gas is a mineral industry, but because of the method of distribution and use, it is classified under Utilities.

Topic Twelve - Physiography.

Physiography, or physical geography, deals with the natural environment. The character of the land in which people live is an important factor in their historical development. There may not be many newspaper articles on this topic, except for some minor phases, but pay attention to any that do appear. This topic includes:

1. Descriptions of natural features, elevations and valleys, swamps, streams, springs, caves.
2. Weather reports, accounts of floods, storms, and droughts.
3. Reports of stream flow.
4. Articles on stream channels.
5. Information regarding erosion.
6. Accounts of geological formations, and theories concerning them.
7. Reports on, and products derived from, wild animal and plant life. Articles on hunting and trapping, etc., fall under this subdivision.

NOTE: Articles on soil and crops belong to the topic Agriculture, as do articles on livestock (domestic animals). Articles on improvements to navigation, dredging of channels, canalization of rivers, and the like, come under Transportation and Communication. Articles on waterpower used in connection with saw and grist mills come under Manufacturing. Articles on waterpower used for generating electricity come under Utilities. Articles on parks as places of recreation come under Welfare. Articles on mineral resources come under Mineral Industries.

Topic Thirteen - Political History.

This topic is concerned with the way in which the people tried to express their views in terms of elections and control of the government. The problems which come before government create differences of opinion as to how they should be solved and these become political issues. In order to get their views into action, the people organize political parties which usually stand for certain general policies and in particular campaigns take opposing sides on special issues. This is a difficult topic to handle and requires careful judgment. Look for information especially along the lines suggested below.

1. Political Parties. Pay close attention to all information which will indicate the names, leaders and activities of the political parties active in your area. Notices of meetings, caucuses and conventions and their results are important. The proceedings of such meetings are especially important as they tell us what the party did and worked for. Watch for the activities of new parties and political movements such as the labor parties, abolitionists and free soil groups, Know Nothing and American party movements before the Civil War. The early organization of the Republican party between about 1854 and 1860 is very important in Pennsylvania. After 1865 look for local activity of independent labor parties, the Greenback and Populist movements, the Progressive party.

2. Campaigns and Elections. This topic in turn will fall into three divisions:

   A. Local campaigns and elections centering about the election of local officials. Watch especially for information concerning issues at stake. What did the rival candidates and parties differ about? Be careful to get the names of all candidates as well as the winners and the vote.

B. Statewide elections concerned with the selection especially of our governors. Who were the favored candidates for nomination in your district and what candidates were supported by local caucuses and conventions? Look for typical expressions of opinion as in editorials and try to get samples of how the people in your area seemed to think about state candidates. What seemed to be the issues in state elections so far as the interest of your locality was concerned?

C. National elections are likewise important. What candidates did your local party convention and leaders support for presidential nomination and why? Copy sample expressions of opinion on national candidates and issues during the campaign and views as to the outcome. You will not want to take down everything, but pick out those things which stand out and sum up the general view. For example, in 1896, what did your local Democrats and Republicans think about who should be the candidate before the party conventions and what was the attitude during the campaign on such issues as the tariff, free silver, etc. Copy interesting descriptions of political meetings, parades, etc.

3. Miscellaneous. Watch for new and unusual political developments such as reform movements, emergence of new leaders and departures from traditional practice and the reasons. The direct primary began in Pennsylvania, for example, out of local reform effort. If your area went Republican when it ordinarily should have been Democratic, find out why, etc.

Topic Fourteen - Population and Settlement.

The subject heading POPULATION takes in material on the people, where they came from, where they settled, how they obtained their land, and their numbers. The story of the various nationalities which settled in Pennsylvania is a fascinating one, and data on this subject is very important. We want to know how the land was thrown open for settlement, what nationalities settled in particular localities in certain periods, and what attracted them. The growth of population, the changes in population, and the national differences among the people are important phases of this subject. This topic includes:

1. Legislation regarding land and settlement.
2. Land companies, organization, promotion, land advertisements, title disputes. Many sections of the state were early developed by these companies. We want to know what companies there were, who organized them and what they did.

3. Early settlements and settlers. Where did the first settlers locate and who were they by name, race, religion, etc.
4. Population changes and vote information showing increases and decreases in population and settlement, changes in racial character of population, as Scotch-Irish replacing Germans. Any census figures should be taken down.

NOTE: Advertisements of land which deal principally with the character of the soil and the crops come under the heading Agriculture. A long article giving the biography of an important early settler would come under the heading Biography; under Population and Settlement include only the general articles telling of several settlers. Political agitation for changes in land laws belongs to the heading Political.

Topic Fifteen - Public Opinion.

There is an abundance of miscellaneous material in newspapers which reflects the way in which the people of the community thought about certain problems and issues. Much of this opinion which relates to affairs in the community and state will be brought in under the other preceding topics. What the people thought about the schools, local political issues and so forth will be brought out under these topics. We are also interested, however, in what Pennsylvanians thought about national and international affairs. This information may provide clues as to why the influence of our state was thrown for or against certain domestic and foreign policies. Editorials will be an important source of this opinion. Letters to the editor will be another source. Do not try to copy everything but take those things which seem typical and important expressions of opinion. Organize your notes under the headings below:

1. Public Opinion on National Policy and Events. Here you should note what the people, as represented by the press, thought about matters of national policy such as banking, tariff, currency, slavery and its extension, westward expansion and public land policy, governmental regulation of business, national labor unions such as the AFL and CIO. These are typical national issues and problems and as you go over the papers it should be easy to determine what the most important ones are at any one time.

2. Public Opinion on International Policy and Events. This topic would cover what the people thought about American policy toward other nations and international problems at different times. Did your papers favor, for example, the annexation of Hawaii, permitting the United States to allow the French to build a Panama Canal? What was its attitude in general toward important worldwide developments reported from month to month in its columns?

Topic Sixteen - Religion.

It is often rather difficult to secure information concerning early churches, and the newspapers have special value in this connection. Watch for items which will establish the names, locations, and pastors of early churches. Information on revivals and similar manifestations of religious life is important. Descriptions of church activities, biographical data on leading ministers, are worthwhile.

1. Names, location of churches, pastors, etc.
2. Revival movements.
3. General information on church activities and relation to community. Descriptions of religious services, practices and beliefs.

Topic Seventeen - Social Life.

An especially interesting phase of history is the story of daily life.

1. Town Life. Under this heading you should look for general descriptive material which would shed light upon:

   A. The daily life of the people such as household tasks, clothing, home life.
   B. Community activities and celebrations.
   C. Individual and group amusements and recreation.
   D. Fraternal organizations such as lodges. Try to get the history of different fraternal groups.

2. Farm Life and Customs. You will not find much on this topic, but watch for any articles, editorials, etc., which describe life on the farm or the way farmers dressed in your locality, the amusements of farmers, barnraisings, and social events.

Topic Eighteen - Transportation and Communication.

The means by which people, objects, and messages were moved from one place to another are included in this subject. Probably nothing had a greater influence in determining the spread of population, the rise and fall of industries, and the life and customs of the people than

the means of communication and transportation. The Indian paths of the aborigines were followed by crude roads built by the earliest settlers. The recorded history of transportation in the newspapers begins mainly with the rise of the turnpike road, with its stage and freight lines and picturesque taverns. After 1830 to the Civil War days there was the great era of the canal; this in turn was followed by the railroad. The electric railway or street car played a brief role from about 1890 to recent years. The coming of the automobile worked a transportation revolution, and with it came a new era of road improvement.

1. Public Roads and Bridges. Even at the height of the development of turnpikes, there were many roads maintained at public expense, concerning which some information may be found in the newspapers. The condition of roads, the methods of repair, the responsibility for repair, and their routes are important items to watch for.

2. Turnpike Roads and Bridges. Look carefully for information on the organization of turnpike companies, and the public attitude toward them. Copy notices of organization, get names of leaders. Watch for items on construction, method, rates of toll, descriptions of travel on the roads, vehicles used.

3. Taverns and Inns. Get as much as possible on the names, location, and proprietors of the taverns. Much of this will be in advertisements. Watch carefully for any descriptions by travelers of life in the taverns, etc. What were their rates?

4. Stage and Freight Lines. Copy key advertisements of stage and freight companies. Note their rates and where they operated, as well as schedules. Who owned them?

5. Canals and Canallers. This is a very important topic. Look for the following types of information:

   A. Building of the Canals. Most of the canals were built by the state as part of the Pennsylvania Canal system. In this case follow through with selected items the progress of canal construction. Watch for advertisements for bids, find out who built the canal, look for descriptions of conditions during the building, and the methods of building.

   Where the canal was built by companies, follow the same procedure, but add to it data concerning the organization of companies, canal lotteries, etc.

   Watch for information on the public enthusiasm for canals, editorials advocating canals, letters on the subject, and celebrations of openings.

B. Operation of the Canals. Try to get as much as possible on the types of trade on the canal, conditions of canal boating, names of boats and captains, interesting anecdotes on canalling, etc. Get dates of opening and closing. Collect information on commission houses which did business on the canal. Descriptions of canal travel are valuable. Inns, taverns, passenger and freight lines have already been mentioned in another subtopic of the subject. The building of canal boats is important, but belongs to the subject Manufacturing.

6. Lake Shipping and River Traffic. For this follow the general line of information desired under canals. The names of ships and owners, information on cargoes, and volume of trade are important. Channel improvement, and guides to channels may be mentioned in news or advertisements.

7. Railroads. The introduction of railroads was accompanied by as much popular enthusiasm as the canals had been. The information sought is in general the same.

A. Early Beginnings. Watch for the earliest information on railroads in your area. What companies were organized, where were roads built, and under what conditions? What was the popular attitude toward them? Some places were hostile. Look for early schedules and fares, for details of early operation, and for accidents.

B. Later Development. Look for details on the expansion and consolidation of railroad lines, information concerning the companies, fares, conditions of travel, etc.

8. Street Railway. Follow the same general procedure as for canals and railroads.

9. Automobile. Watch for information as to when the first automobiles were used in your area, laws concerning them, peculiar incidents of operation. Look carefully for any information as to early automobile inventors in your locality. Descriptions of early automobiles, advertisements, prices, and editorial comment about them, are important. The development of the garage and service station is also important.

10. Bicycle. Watch for information on the same lines as for automobiles.

11. Postal Communications. Notices of mail schedules, the frequency of mail delivery, names of postmasters, how the mail was carried, postal rates, and contracts to transport mail, are important. The development of the postal system is an essential part of the story of communications.

12. Telegraph. Watch for information on the first introduction of the telegraph, for public attitude, rates, the story of building the lines. The companies will usually be outside corporations with little importance to local history, but in the case of any local telegraph companies, get information on organization, leaders, etc. Any material on methods, equipment, and construction will be of interest.

13. Telephone. The introduction of this invention made a considerable impact on the public. (There should be numerous amusing stories about it. Its effect on country life was great.) The material desired is much the same as for the telegraph and other utilities, but there will be much more information on local companies. In rural Pennsylvania cooperative farmers' companies may be found.

NOTE: Political editorials regarding the appointment of postmasters, and regarding legislation about canals, railroads, etc., belong to Political. Manufacturing industries connected with transportation, such as wagonmaking, building locomotives, etc., belong either to Manufacturing or Mineral Industries, depending on their source of supply.

Topic Nineteen - Utilities.

The growth of towns and the demands of an increasingly complex industrial society made necessary the organization of various community services, which are called public utilities, or briefly -- utilities. In towns it was no longer possible to rely on wells for a supply of water, or on primitive methods for the disposal of waste. It was necessary to provide for water supply, sewage disposal, and the collection of garbage. Likewise, the development of new sources of heat and light by gas and electricity implied a measure of collective economic organization which the older sources had never involved. You could buy a dozen candles or a gallon of oil or a ton of coal from several dealers in one community, but it would be difficult to have gas or electricity distributed in this way.

Organized means of transportation and communication such as railroads and canals, telephones and telegraph lines are also public utilities, but because of their nature and associations we classified them with Transportation and Communication. These two main subjects are very closely associated.

1. Water Supply. Look for data on the first provision for water supply, the organization of companies, source of the supply, operative methods, laying of pipes, pumping plants, water purification. If publicly owned, watch for information on the organization of new administrative agencies, and ordinances relating to it. Material on the public demand for improvements, and on the rates is important.

2. Sewer System. The same type of information as for water supply.

3. Gas. Look for material relating to the source of natural gas, and the production of artificial gas. Watch for the first use of it in your section, for data on the organization of companies, leaders, financial structure, rates, early incidents, and the public attitude toward it.

4. Electricity. Look for material on the early use of electricity, and the gradual supplanting of gas as a source of light. The methods for the generation of electricity, the organization of companies, the leaders, financial structure, rates, and public attitude are all important.

5. Miscellaneous. Garbage disposal, city steam plants, fire companies, and other public service activities should be treated in the same way as above. Material regarding them may be rare, but if anything significant about their organization, ownership, equipment, etc., is found, it should be copied.

Topic Twenty - Welfare.

In early days little organized attention was paid to the health or welfare of the community as a whole. It was rather a case of every person for himself. One of the best evidences of social progress is the development of public concern over these problems. We are interested both in the individual practice of medicine and dentistry and their history and in the development of hospitals and public health services. The development of organized charitable and relief work is another important story. The headings below will be your guide under this general topic.

1. Medicine and Dentistry. By means of advertisements try to get as complete lists as possible of all doctors and dentists, their location, nature of practice, methods of healing, etc. Biographical information concerning the most outstanding is important. Watch for information on medical fads, make a list of current patent medicines about every ten years and copy a few sample advertisements. Watch for the history of local

hospitals. When were they established, who operated them, etc. Medical societies are also important.

2. Public Health. In this category we would place information concerning epidemics and efforts to combat and control them. The contest over vaccination would be a public health problem. Questions of public sanitation, clinics and all organized effort to promote the health of the community should be watched for. These are, however, rather modern developments.

3. Welfare and Care of the Unfortunate. There was a time when the plight of the poor or insane and other unfortunates was not considered a public problem. Debtors were thrown into prison in America at a fairly late date. The development of efforts to relieve suffering from poverty and conditions not under individual control is a mark of our advancing civilization. Look for information concerning charity work and organizations, homes for the poor and for orphans, crippled children, the insane, etc. Watch for editorials and expressions of public opinion on these matters.

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